Version Number: 1	Research & Development Policy 151-16	Supersedes Document Dated: N/A
Effective Date: 11/01/2009	Development, Approval and Maintenance of Policies & Procedures	Expiration Date: 10/31/2013

1.   PURPOSE AND SCOPE

To delineate the procedure for developing, maintaining, approving and disseminating all policies and procedures pertaining to VA Research at the Syracuse VAMC and any VA facilities utilizing the Syracuse VAMC IRB and Research & Development Committee.

2.   POLICY AND PROCEDURE

A.   Development

(1.)   The Office of the ACOS/R&D prepares policies and procedures. The ACOS/R&D critically reviews and forwards the semi-final version for further review to Committee Chairs (e.g., IRB, R&D Committee) who assist in developing policies and procedures for their own respective committees.

(2.)   Once drafted, policies and procedures are distributed to the appropriate subcommittee (IRB, SAS, SRS) and R&D Committee members via e-mail for feedback. Members are given one week to provide feedback. No comment is considered concurrence.

(3.)   Once reviewed by the subcommittee and R&D Committee members, the policy is forwarded to the ACOS/R&D for evaluation and action. If approved, the policy will be signed and dated by the ACOS/R&D. All polices are subject to review by the Syracuse VA Medical Center Director.

B.   Revision

(1.)   The Syracuse VA Research Compliance Officer will annually review policies and procedures to ensure compliance with current regulations and institutional practices.

(2.)   Policies and procedures will be reviewed and revised more often than annually if:

i.   There are changes in the regulations or guidance that governs VA research;

ii.   There are concerns or suggestions from a member of the research community; or

iii.   The need for revisions emerges as a result of quality improvement activities or audits.

C.   **Dissemination**

(1.)   New policies and procedures will be disseminated via e-mail and will be available on the Research Service Web Page: http://www.visn2.va.gov/research/syr/index.asp

(2.)   Key aspects of new and revised policies will be presented to investigators and research staff at training sessions and to subcommittee and R&D Committee members at meetings.
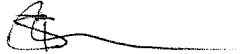
(3.)   All members of the research community are encouraged to contact the Research Compliance Officer with questions.

D.   **Maintenance**

(1.)   Current policies are maintained on the VA Research Service Web Page and in hard copy in the Research Office. Obsolete policies are stored in hard copy in the Research Office.

3.   REFERENCES

None.

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BERNADETTE KALMAN, M.D., Ph.D.   **Date**
ACOS/R&D